

**\*\*\*CAREER OPPORTUNITY\*\*\***

**The United States District Court  
for the District of Delaware**

**Position:** Clerk of Court

**Location:** Boggs Courthouse, 844 N King Street, Wilmington, Delaware

<b>Salary/Target Grade</b>	<b>Opening Date</b>	<b>Closing Date</b>	<b>Announcement</b>
JSP-16/17 (\$142,304-\$165,300)	September 6, 2012	September 28, 2012	12-05

**OVERVIEW:**

The United States District Court for the District of Delaware seeks applications from qualified candidates for the position of Clerk of Court. The Court has 4 active Article III Judges, 2 Senior Judges, and 3 United States Magistrate Judges. The Clerk of Court is a high level management position which functions under the direction of the Chief Judge of the Court.

**POSITION DESCRIPTION & RESPONSIBILITIES:**

The Clerk has administrative authority over all aspects of Clerk's Office operations, and is responsible for overseeing the performance of the statutory duties of the office. These duties include management of human resources, budget, financial planning, procurement, space and facilities, case processing and maintenance of official records, jury operations, statistical analysis and reporting, long range planning, and automation. The Clerk also has direct fiduciary responsibilities involving all monies or other collateral received and disbursed by the court. Specific duties include the following:

- Work closely with the Chief Judge in the development and implementation of court administration and policy;
- Provide the administrative and operational infrastructure necessary to efficiently and effectively support the Court's judicial officers and achieve the Court's mission, including hiring, assigning, and training of personnel in diverse disciplines including information technology, financial management, human resources and court operations;
- Manage staff responsible for all case management functions including electronic case filing, docketing and quality control, archiving of records, statistical reporting, and courtroom support;
- Maintain the integrity of official court records in the custody of the Court;
- Prepare and manage the annual budget and financial plan of the court. Direct and oversee the court's financial fiduciary responsibilities with regard to all purchasing, contracting, disbursing and accounting functions. The Clerk bears personal financial responsibility for court appropriated funds, attorney admission funds, receipts and collections, and ensures proper oversight through the development and implementation of sound internal control procedures;
- Serve as the certifying officer for the disbursement of funds to meet all District financial

obligations;

- Work with other government agencies on facilities management, building projects, communication systems, emergency preparedness and disaster recovery activities;
- Manage the jury operations of the Court, including qualifying and summoning jurors;
- Facilitate the Court's use of technology and automation;
- Conduct special studies as directed and prepare statistical and narrative reports;
- Serve as the Court's Public Information officer to the public and court users. Serve as liaison with the Administrative Office of the U.S. Courts, The General Services Administration, the U.S. Marshal's Service, the U.S. Attorney's Office, and any other entities having business or relationships with the court;
- Serve and assist the bar and the public;
- Create a vision of excellence through strategic planning in an environment of limited and decreasing resources.

#### **QUALIFICATIONS:**

Education: To qualify, candidates must have a bachelor's degree in a related field from an accredited college or university. A master's degree in business, management, public or legal administration, or related field is preferred.

Experience: Candidates must have a minimum of ten (10) years of progressively responsible administrative experience in public service or the private sector which provides leadership capabilities and a thorough understanding of organizational, procedural, fiscal and human aspects in managing an organization. At least three of the ten years of experience must have been in a position of substantial management responsibility. Experience in the federal judiciary is preferred; particularly, operational knowledge of the courts and electronic filing as well as a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's Local Rules. Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization. Candidates must have the ability to: (1) lead with vision; (2) articulate priorities and manage effectively; (3) sustain a high level of organizational excellence through delegation and a fair system of accountability; (4) develop and execute strategic plans; (5) foster strong and effective working relationships; (6) integrate current and future technologies; (7) analyze data; and (8) communicate effectively. A relevant post graduate degree or a Juris Doctor (J.D.) may be substituted for some of the general professional experience required.

#### **BENEFITS:**

The United States District Court for the District of Delaware offers a generous benefit's package (some benefits require a waiting period) to full-time employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation ( first 3 years )
- 20 Days Paid Vacation ( after 3 years )
- 26 Days Paid Vacation ( after 15 years)
- Medical Coverage
- Long Term Care Insurance Options
- Paid Sick Leave
- Retirement Benefits and Thrift Savings Plan
- Life Insurance Plan Options
- Commuter Benefits Program
- Credit Union Participation
- Medical/Dependent Care Reimbursement Accts.

### **INFORMATION FOR APPLICANTS:**

Submit resumes to: Personnel, 844 N King Street, Unit 18, Wilmington, Delaware, 19801-3570.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice.

The salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan of the U.S. Courts.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The person selected for this position will also be required to submit fingerprints for an FBI background check. The Clerk of Court position is an Executive High-Sensitive Position within the federal judiciary. Employment will therefore be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain position opening applications or resumes on file to quantify applicant data for statistical reporting requirements.

**If you have any questions regarding this announcement please contact  
our Personnel Specialist at (302) 573-6170.**

**The U.S. District Court for the District of Delaware is an Equal Opportunity Employer**